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WASHINGTON DOCUMENT CENTER
6th Floor, Horner Building
14th & L Streets, N. W.

BJS/rkt

3 December 1946

MEMORANDUM FOR COL. W. A. PERRY, OFFICE OF RESEARCH AND EVALUATION,
CENTRAL INTELLIGENCE GROUP

SUBJECT: Study of Publications Problems Involved in Integration of
Washington Document Center into Central Intelligence Group

1. The purpose of this memorandum is to obtain approval of
existing Washington Document Center publication policies, and to
implement those policies under the Central Intelligence Group.

2. Types of Publications:

a. Accession Lists. This report serves as a catalogue of
documents in Japanese and other Far Eastern Languages available at the
Washington Document Center and is prepared in bibliographical form.
Accession Lists are given wide distribution to intelligence agencies so
that they may request summarization or translation of such documents as
they deem of intelligence value. Each document is described in an
accession list by title, authority, date of publication, number of pages,
and a brief resume of contents.

b. Summaries. The Washington Document Center Summary is
published to comply with requests of agencies reviewing the Accession
Lists and requiring more than the cursory information of the catalogue
publication. These are published irregularly and only as absolutely
required, since much of the work accomplished by these publications is
handled by direct personal liaison. From the Summary information, agencies
receive a more complete breakdown or outline of the documents in question
than was previously given in the Accession List and are able to select
material in whole or in part for more complete treatment as a translation.

c. Translations. The Washington Document Center Translation
is an English translation of the Japanese document. It is often
necessary to adhere to strict detail in this type of publication, both in
text and in illustration, i.e., maps and charts. The Japanese have a
fondness for tabulated information and statistical information which can

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only be given in similar form in English. This involves large typed and drafted tables and graphs requiring a better medium than mimeograph for reproduction. Therefore, a Washington Document Center Translation may contain as much as 45 to 50 percent of material requiring offset or quality reproduction work. However, these are the exceptions rather than the rule and illustrations average no more than 10 percent of Washington Document Center Translations.

d. Research Reports. Research Reports constitute the latest publication projected by Washington Document Center. These are for the most part entirely mimeographed and presently will follow a card file format for easy clipping and insertion in filing systems used by War Department Intelligence Division and other agencies. The purpose of this publication is to disseminate information primarily on Industries and Natural resources of the Eastern USSR and satellite areas.

e. Publications. This category is used to designate any Washington Document Center publication which does not come under any of the previously named titles. An example of this is the publication of the modified Mori Kyoshi filing system used in the Washington Document Center Library.

3. Format.

a. Included as inclosure "1" to this study is a sample cover of a Washington Document Center publication. In changing that cover to correspond with the new assignment of the Washington Document Center, these points must be considered. The credit line must be changed to indicate that the Washington Document Center now operates under the Central Intelligence Group, and the last sentence of the warning of the back of the cover must be changed to read: "Reproduction of the intelligence in this publication is prohibited without special authority from the Director of Central Intelligence." A sample cover showing these changes is included as inclosure "2".

b. The interior style of Washington Document Center publications follows a plan which was worked out between the Army and Navy at the time of the intergration of the Army and Navy Japanese document exploitation activities. This style follows closely the form of Army correspondence, conducive to exact and explicit paragraphing. The Army style of punctuation and Army abbreviations are also adhered to throughout. The distribution list is in the fore part of the publication, and the classification note follows the system used by the Navy.

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4. Reproduction.

a. The Washington Document Center is equipped to handle the following production functions in producing Washington Document Center publications.

Typing stencils - text matter and tables
Drafting - maps, charts, graphs, illustrations
Layout - pagination, insertions
Proofreading and checking
Mimeographing
Collating
Stitching

b. Photographic, lithographic, ozalid, photostat, microfilm printing, or any other reproduction process not included in paragraph 3a must be done by some agency outside the Washington Document Center shop. In the past, this work has been done by Publications Branch, Intelligence Division, War Department General Staff. However, it is believed that some other arrangement must be made for this work since the Washington Document Center has been transferred to the control of the Central Intelligence Group.

5. Dissemination.

a. To War and Navy Department Agencies. Washington Document Center publications have been distributed to War and Navy Department agencies on the basis of requests for specific material, briefing on general requirements by the agency, and on known requirements of the agency. It is recommended that this policy be continued.

b. Other Governmental Agencies. Some translations and publications have been produced for agencies outside of the War and Navy Departments. This work has been done only by specific request, and only after consideration of the requirements of military security in each case. Chief among these agencies have been the State Department and the White House.

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6. RECOMMENDATIONS:

- a. That the Washington Document Center continue to produce publications as indicated in paragraph 1.
- b. That the present format exclusive of cover be continued and that the cover modified as indicated by inclosure "2" be approved.
- c. That Washington Document Center perform the reproduction functions for which it is presently equipped and that Central Intelligence Group provide for necessary outside support as indicated in paragraph 4b.
- d. Subject to the concurrence of The Chief, Security Branch, Office of Collection and Dissemination, that the recommendations concerning distribution of publications be approved.
- e. It is recommended that the Chief, Washington Document Center be held responsible for the distribution of all publications produced by this agency, and that in the event of a question as to the authority of an agency to receive any publication, the question be referred to the Chief, Security Branch for decision.

FOR THE CHIEF, WDC:

M. E. POHLMAN
Major, Ord
Executive

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